

2001-02 FISCAL MANAGEMENT TRAINING

AGENDA AND CURRICULUM for the Nationwide Workshop Sessions

Day One

Introduction

- A. Introduction of Facilitators
- B. Ice Breaker Activity
- C. Introductions and Sharing Participant Team Pictures
- D. Review Agenda
- E. Review Housekeeping Items, Ground Rules, Agreements and Ask-it-Basket
- F. Review Key Resources

Session 1: Institutional Responsibilities

- A. Overview of Fiscal Operations
- B. Review Charts
- C. School Responsibilities Exercise
- D. Share Exercise and Elaborate on Key Topics
- E. Review Institutional Eligibility and Participation
- F. Financial Responsibility and Administrative Capability
- G. Share Exercise and Elaborate on Key Topics

Session 2: Recordkeeping & Reporting Requirements

- A. Overview of Recordkeeping
- B. Recordkeeping Exercise
- C. Share Exercise and Elaborate on Key Topics
- D. Explain Lunch Break and First Session 3 Exercise
- E. Questions on Reporting (*Grants and Payments System, Recipient Financial Management System, Direct Loan Reporting, and National Student Loan Data System*)

Session 3: Fiscal Procedures in the Campus-Based

Update

Programs

- A. Teams Finish Work and Write Questions on Flip-Chart Paper for First Session 3 Exercise
- B. Overview on Campus-Based Programs Exercise
- C. Federal and Non-Federal Shares Exercise
- D. Share Exercise and Elaborate on Key Topics
- E. Funds Available for Awards Exercise
- F. Share Exercise and Elaborate on Key Topics

Session 4: Accounting for Title IV Programs

- A. Prepare Team Presentations on Assigned Topic
- B. Team Presentations with Instructor Facilitation
- C. Case Studies: Prepare Action Plans
- D. Share Action Plans with Instructor Facilitation
- E. Ask-it-Basket: Vote on Topics for Session 5

Day Two

Session 5: Obtaining, Managing, and Returning Title IV Funds

- A. Pass the Cards Exercise: Study *Blue Book* and Prepare Questions
- B. Teams Formulate Answers to Questions
- C. Teams Present Responses with Instructor Facilitation

Session 6: Return of Title IV Funds

- A. Walk Through Return of Title IV Funds Formula and Key Terms
- B. Assign Case Studies to Teams
- C. Teams Work on Case Studies
- D. Review Answers to Case Study 1
- E. "What If" Answers to Case Study 1
- F. Review Answers to Case Study 2
- G. "What If" Answers to Case Study 2
- H. Review Answers to Case Study 3
- I. "What If" Answers to Case Study 3
- J. Review Answers to Case Study 4
- K. "What If" Answers to Case Study 4

Session 7: Federal

- A. Federal Updates
- B. Ask-it-Basket and Other Questions on New Initiatives

Session 8: Wrap Up

- A. Complete Evaluations and Give Verbal Feedback